



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII  
580 KOLEKOLE AVENUE  
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

04 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Hawaii Policy Letter #3 - The Right of Civilian Employees to Present Complaints or Request Assistance from the Inspector General

1. Reference. Army Regulation (AR) 20-1, Inspector General Activities and Procedures, 29 November 2010 (RAR 3 July 2012).
2. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General. These complaints or grievances may include what the civilian employee reasonably believes to be of fraud, waste, or abuse.
3. Before visiting the Inspector General, employees should consider whether their immediate supervisor can address their concerns in a more prompt manner. If employees wish to visit the Inspector General during the work day, they must obtain permission before being absent from their duties. Employees are not required to tell anyone why they want to speak to an Inspector General.
4. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. If you are a bargaining-unit employee, your complaint may be covered by a negotiated grievance procedure. Your servicing Civilian Personnel Advisory Center (CPAC) can provide you with further information at (808) 438-8446. If you want to submit a complaint about employment discrimination tied to race, color, religion, sex, age, national origin, or disability, you may contact the Division Equal Employment Opportunity (EEO) on Schofield Barracks at (808) 655-6718/1603, or the CPAC EEO on Fort Shafter at (808) 438-4098. Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Counsel. Non-appropriated fund (NAF) employees should address such complaints to the Office of the Inspector General, Department of Defense.
5. If you have a complaint about matters other than civilian employment or a complaint about possible regulatory or procedural violations concerning personnel actions that you feel your supervisor has failed to (or cannot) resolve, you may visit, call, or write your local Inspector General using the following information:

Name: 25th Infantry Division & USARHAW Inspector General  
Location: Building S-361 (located behind the Tropic Lightning Museum)  
Phone: (808) 655-0847

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Webpage: <http://www.25idl.army.mil/>

6. If you believe your local Inspector General's response to your concerns was not fair, complete, or in accordance with law or regulation-or if you believe that contacting your local Inspector General may jeopardize your interests-you may contact:

U.S. Army Pacific IG: (808) 438-2811  
Department of the Army IG: 1 (800) 752-9747  
Department of Defense IG: 1 (800) 424-9098

7. You may report complaints about hazardous work conditions (unsafe or unhealthy) by following the procedures outlined in Department of the Army Pamphlet (DA PAM) 385-10, paragraph 8-4.

8. In accordance with Army Regulation (AR) 20-1, paragraph 1-12, the Inspector General has a duty to protect confidentiality to the maximum extent possible. This requirement holds true for all persons regardless of whether they ask the IG for help, file a complaint, provide testimony, information, or evidence as part of the IG inspection or investigation, or otherwise interact with an IG.

9. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with an Inspector General. These same individuals are prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the Inspector General, Special Counsel, or any other employee designated by the head of the agency to receive such disclosures. However, if you lie or knowingly make false accusations to the Inspector General, you may be subjected to disciplinary action.

10. This memorandum supersedes USARHAW Policy Letter #3, dated 5 November 2014 and remains in effect until superseded or rescinded in writing.

11. The point of contact for this memorandum is the 25th Infantry Division and U.S. Army Hawaii Inspector Generals Office at (808) 655-0847.



CHRISTOPHER G. CAVOLI  
Major General, USA  
Commanding